

# Air Force Security Assistance Center

AFSAC

***The FMS Provider of Choice Today and Tomorrow...On Time,  
On Cost***



## **FN 2875 Process**

**AFSAC/SCO**

**U.S. AIR FORCE**

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***Integrity - Service - Excellence***



# FN 2875 Process



- DD 2875 is the only form used for access to SAMIS and AFSAC Online
- Form must be completely filled out
  - If there is any missing information, including the user signing the System Rules of Behavior form, the form will be rejected back to the CCM to get the missing information
- There can be no mark outs or whiteouts on the form and no signatures in Blocks 21-25
  - If so, form will be rejected back to the CCM
  - CCM will instruct FN to fill out form and begin the process over



# FN 2875 Process con't



- CCM can sign as FN supervisor if there is no supervisor signature in Blocks 17-20b
  - If Blocks 17-20b are filled in, the CCM will give their approval in Block 13
- CCM should only sign form if they know the user is legitimate
  - CCM will be held accountable if someone gains access that should not have access and they gave their approval for system access



# FN 2875 Process con't



- CCMs should instruct FNs and Embassies to send them their completed DD 2875
- Once CCM gives their approval, they forward the DD 2875 to the [AFSAC.Computer.Security.Manager@wpafb.af.mil](mailto:AFSAC.Computer.Security.Manager@wpafb.af.mil) mailbox or forward the hard copies to the AFSAC Helpdesk



# CONUS FN Required Information



- In Country FN's need to provide EVA Number and Expiration Date
  - EVA Number must be entered in Block 16a
  - EVA Expiration Date must be entered in Block 16a.
- Verification Code – This is important
  - Last four characters provided in Block 27 will be their verification code when requesting password resets. Failure to provide verification code will result in no system access.
    - For security reasons, the helpdesk cannot provide anyone this number. If the user forgets this number, they will have to resubmit their paperwork to change this number.



# CONUS FN Required Information



AFSAC

- OCONUS FN's must have their Embassy Approval before being granted to SAMIS and/or AFSAC Online.
  - Any 2875 received without Embassy Approval will be rejected back to the CCM until Embassy Approval is received
  - Embassy Approval Form is found in the DD 2875 packed located on AFSAC Online
- OCONUS must provide a four digit number in Block 27.
- Verification Code - This is important
  - Last four characters provided in Block 27 will be their verification code when requesting password resets. Failure to provide verification code will result in no system access.
    - For security reasons, the helpdesk cannot provide anyone this number. If the user forgets this number, they will have to resubmit their paperwork to change this number.